



## PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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### **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 23RD JUNE 2016 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Clarke (Chairman), Kipp, Henly, Reddin & Tilbrook.

**IN ATTENDANCE:** Lisa Underwood (Acting Clerk and Acting Responsible Financial Officer) & Chris Scovell (Treasurer of Pulborough Cricket Club)

*The meeting opened at 7.33pm*

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Quested.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 26th April 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**CLERKS REPORT**

From meeting on 26.04.16

Item 92 - Parish Council Finances

The new boiler charges were allocated to 'repairs', under the Pavilion cost centre.

Item 97 - Staffing

A draft Contract of Employment for the new Clerk/RFO has been reviewed by the Recruitment Panel and changes have been returned to SSALC for re-drafting.

From meeting on 24.03.16

Item 80 - Staffing

Approval was given at this meeting for the Acting Clerk to work 7 additional hours per week. However, in order to accomplish the required amount of work, the Acting Clerk is currently working an average of 12 additional hours per week. *Please confirm Members approve of these additional hours.* **Members AGREED to these additional hours.**

Additional Update

The rental contract for British Telecom has been renewed for another 2 years at a cheaper tariff than previous years.

**4. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public that had given notice of wishing to speak.

*The Chairman requested that agenda item 11 - Pulborough Cricket Club (PCC) be moved forward to enable Mr Chris Scovell to depart after the agenda item was discussed, if he so wished. Members AGREED to this.*

**5. PULBOROUGH CRICKET CLUB (PCC)**

Members received a letter from PCC requesting a reduced annual rent. Chris advised that PCC have budgeted to pay the annual rental, but felt the need to request the reduction because the cricket club is receiving less match fees due to a reduction of players, which has lead to a reduction of usage of the pitch. After some discussion Members AGREED that they did want to help PCC, but more time was required to investigate the procedure to do this and if it would be appropriate for PCC to apply for a grant from the Parish Council. The Acting Clerk was instructed to review the grant procedure and report at the next F&P meeting on 28th July 2016, so the Committee are able to make a decision regarding this matter. In the meantime, Chris will forward the final accounts from the last financial year to the Parish Office.

Members went onto discuss the need to advertise for more players and suggested that PCC get in touch with the Youth Worker regarding new players. The Acting Clerk will forward the relevant contact details. Facility improvements were also discussed and Members asked if Chris could come up with some improvement ideas and bring to the next meeting.

**6. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbooks 1 & 2 as at 30<sup>th</sup> April and 31<sup>st</sup> May 2016. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members noted the following invoices which were more than 30 days overdue

- i) Cricket Club (£823.26) - this is pending as the Cricket Club have requested a reduction in its annual rental, which is being discussed at this evening's meeting.

**7. INTERNAL AUDIT**

Members received and noted the contents of the final audit for the year ended 31<sup>st</sup> March 2016 as prepared by Auditing Solutions Ltd and noted that there were no areas of concern raised.

Cllr. Reddin commented about the substantial general reserves of more than £350,000 that are held. Cllr. Clarke advised that these are partially earmarked for the Pavilion rebuild and future costs of the Neighbourhood Wardens. Cllr. Reddin would like to see more of the community apply for grants from the Parish Council and asked if this process is advertised to the community. The Acting Clerk will find out and report back.

**8. FREEDOM OF INFORMATION PUBLICATION SCHEME**

Members received and reviewed the existing publication scheme and after discussion AGREED that the Scheme should be approved with no amendment.

**9. STAFF SALARIES**

Due to the nature of this item, the discussion was deemed Confidential and members of the public and press were asked to leave the room.

It was noted that although the Neighbourhood Wardens are employed by Horsham District Council (HDC), any pay increases should be budgeted for in future years as these increases will be included in the costs from HDC.

**RESOLVED: All employees to receive an increase wef from 1<sup>st</sup> April 2016 of 1% per annum, in line with the recommended salary scales from NALC & SLCC.**

**10. STAFF APPRAISALS**

The Acting Clerk advised that staff appraisals were due in May 2016. However as there is only an Acting Clerk in position, it is suggested that appraisals are carried out once the new Clerk has settled in, probably around September time. Members AGREED to this and suggested Cllr. Quested, the new Clerk and a member from the F&P Committee be involved with the appraisals with assistance from the Acting Clerk prior to the appraisals.

**Resolved: Arrange for staff appraisals in September 2016.**

**11. LOCAL GOVERNMENT PENSION SCHEME (LGPS) DISCRETIONS POLICY**

The Acting Clerk advised that a LGPS Discretions Policy should be in place, but the Parish Office has only just been advised of this. A policy needs to be registered with WSCC as they are the administering authority.

Members received a draft policy based on information from the incoming Clerk and WSCC pensions. Cllr. Tilbrook questioned if there were any tax implications with regard to converting scheme AVC's into membership credit. The Acting Clerk was unsure and suggested that as the 'Leaving your Employment with Pulborough Parish Council' was not a discretion needed in the policy and may cause confusion it may not need to be included. Members instructed the Acting Clerk to find out and if it doesn't need to be included to take it out of the policy wording. *Subsequent to the meeting WSCC Pensions have advised that this section does not need to be in the policy wording, so this will be taken out.*

The incoming Clerk has advised that the policy is due for review at the end of this year and any 'tweaks' can be made then. WSCC also vet the policies registered with them and will feedback any glaring errors.

Members suggested that the policy should be sent to Cllr. Quested to review also and if he is in agreement with the policy wording, Members AGREED to recommend the policy to Full Council for ratification, after which time all employees in the LGPS will be made aware of the policy.

**Resolved: If approval made by Cllr. Quested also, recommend to Full Council for ratification.**

**12. COMMUNITY LAND TRUST (CLT)**

Cllr. Tilbrook requested that this item be deferred until the next F&P meeting as there are some queries regarding acquisition of any land and how it is to be funded.

### 13. COMMUNITY ENGAGEMENT & PUBLICATIONS

Members noted that the avenues for community engagement used by the Parish Council are :-

- \* Articles in the quarterly Parish Bulletin published by Eyelevel Publishing Ltd
- \* Articles in the monthly Parish News published by St Mary's Church
- \* Parish Website
- \* Twitter
- \* Facebook

Cllr. Clarke wanted to review any additional forms of community engagement. It was commented that the younger community are not interested in the Parish Council, but maybe something like the Pavilion rebuild would get them interested. After much discussion, Members concluded that the current avenues of community engagement should remain as they are.

### 14. CORRESPONDENCE

#### **Ass. of Local Council Clerks (ALCC)**

Invitation to become a member of the separate trade union, named the ALCC. Free from now until SLCC renewal, which for PPC is January 2017, cost after this time will be £10.00 per year from January 2017. Copied to Committee. *Please can Members confirm approval of opting in. **Members queried if this invitation was for the previous Clerk, rather than the Parish Council. The Acting Clerk will find out.***

#### **WSCC Pensions**

Email regarding WSCC pension fund ill health liability insurance. Copied to Committee.

#### **Role of Clerk & RFO**

Letter from Heather Knight formally accepting this role and confirming her start date will be 15th August 2016.

#### **Member of the Public**

Research from member of the public on Parish precepts. Copied to Committee.

#### **SLCC**

Member consultation - responses required by 09.07.16. *Please can Members advise of responses. (Not copied, to go through at meeting). **Again, Members queried if this consultation was for the previous Clerk, rather than the Parish Council. The Acting Clerk will find out.***

### 15. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- None

**16. PAYMENTS**

Members received, considered and approved with all in favour payments to be made.

**RESOLVED:** that the payment of the following Direct Debits and Cheques be approved and signed:

|                                   |         |
|-----------------------------------|---------|
| ABA (Construction) Ltd            | £789.60 |
| Ricoh UK Ltd                      | £206.57 |
| Eyelevel Design Consultants       | £436.50 |
| Eyelevel Design Consultants       | £654.60 |
| Nat West Bank                     | £23.40  |
| Information Commissioner's Office | £35.00  |

***The meeting closed at 9.01pm***

.....Chairman

.....Date